

22 JUN 1977

Honorable Joel W. Solomon  
Administrator  
General Services Administration  
Washington, D.C. 20405

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GSA

Dear Mr. Solomon:

The challenge of energy conservation as described by the President is a concern of all, individually and institutionally. The Central Intelligence Agency (CIA) has and will continue to cooperate with the General Services Administration (GSA) in your operation of Agency buildings in compliance with energy conservation guidelines.

This Agency has taken the initiative and has funded engineering studies in several areas which we believe will have impact in reducing energy consumption. These supplementary energy conservation efforts, presently under contract, include a major heating, ventilating, and air-conditioning system modification study and a solid waste energy recovery study. Both contracts have energy efficiency as a primary goal.

Additionally, at the start of both the heating and cooling seasons, all Agency personnel are reminded of energy guidelines and their individual responsibilities with respect to energy conservation. As an example, a copy of an Agency notice circulated for the 1977 cooling season is enclosed.

You may be assured of our continued cooperation in mutual efforts to meet national energy conservation goals.

Yours,

/s/ Stansfield Turner

STANSFIELD TURNER  
Director

Enclosure

Distribution:

- Orig. - GSA (w/enc)
- 1 - DCI (w/enc)
- 1 - DDCI (w/enc)
- 1 - ER (w/enc)✓
- 1 - DDA (w/enc)

(EXECUTIVE REGISTRY FILE)

GSA

HEADQUARTERS NOTICE

ENERGY CONSERVATION

1. At the direction of the President, the Administrator of General Services has issued instructions to the managers of all Government-occupied buildings to reduce energy consumption..

2. The portions of these instructions that are of primary interest to Agency employees are as follows:

a. "During the seasonably hot months, air cooling systems shall be held at not lower than 78° - 80°F during working hours.

b. "Humidity controls shall not be provided for general office use.

c. "The operation of portable cooling devices and fans in Government-owned or -leased space is prohibited.

d. "Exceptions may be necessary for the protection and operation of certain specialized equipment; . . . . Such exceptions may be granted only after consultation with appropriate technical personnel of the agency requesting the exception and the presentation of necessary supporting evidence. Exceptions will be granted by the official responsible for the operation and maintenance of the facility. . . ."

3. In accordance with the above directives, the General Services Administration (GSA) will maintain the temperatures in all Headquarters Building office areas between 78° - 80°F during the summer months. Throughout the years certain areas in the Headquarters Building have been chronically uncomfortable during peak summer and winter periods. This has been the result of the many changes in the number and location of personnel and equipment within the building since its original design which has caused the building heating, ventilating and air-conditioning systems to become unbalanced. Long-term corrective actions for the building systems are planned by the Agency through GSA. Although some of the corrections have already been accomplished, the remaining work will take several years to complete. In the interim the Agency, in cooperation with GSA, will take all possible remedial steps to maintain office temperatures in these areas between 78° - 80°F.

4. Due to the lack of humidity control in the Headquarters Building, humidity levels within office areas may become high for certain periods of time during the summer months causing an additional amount of discomfort. The present Government guidelines on work dismissal due to high temperature/humidity levels are as follows: temperature 95, humidity 55; temperature 96, humidity 52, temperature 97, humidity 49; temperature 98, humidity 45; temperature 99, humidity 42; and temperature 100, humidity 38.

5. In addition, in order to reduce energy consumption, all Agency personnel are requested to participate this summer by limiting and reducing demands for energy resources in their work areas. Such relatively simple steps include closing blinds to keep the heat of the sun out, turning off lights where there is adequate natural light and in unoccupied areas, and turning off electrical equipment when not in use. Also, due to the higher temperature and humidity levels which will be experienced, more comfortable and loose fitting clothing may be worn as appropriate.

6. Your response to past energy conservation challenges has been excellent, and we feel confident that our great spirit of cooperation will serve us all well during the period of air-conditioning conservation this summer.

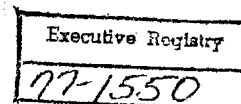
UNITED STATES OF AMERICA

Approved For Release 2004/07/08 : CIA-RDP80M00165A001900080022-3  
WASHINGTON, DC 20405



May 31, 1977

Honorable Stansfield Turner  
Director  
Central Intelligence Agency  
Washington, DC 20505



Dear Admiral Turner:

We who are new to the Federal Government are faced with many new, varied, and complex operations. I would like to take this opportunity to express my intention to work very closely with you in accomplishing our new responsibilities.

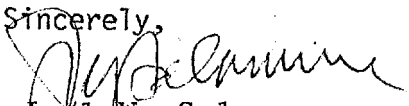
A program of great importance for which the General Services Administration has responsibility is energy conservation in our Federal buildings. This responsibility is directly related to one of the most pressing issues the President must deal with, and that is the national energy problem. In outlining the 10 fundamental principles of his National Energy Policy, the President stated, "The cornerstone of our policy is to reduce demand through conservation."

This summer, we will be operating our Federal buildings in accordance with the established energy conservation guidelines outlined in Federal Management Circular (FMC) 74-1 and Federal Property Management Regulation (FPMR) 101-20.116. The temperature range of 78° F to 80° F must be enforced if we are to meet the President's goal. Lower temperatures will prevail only when they can be achieved without air-conditioning or where required for essential special purpose activities that must be maintained at special temperature and/or humidity levels.

By working together, energy conservation can become a reality! I am asking your assistance in instilling in your employees the need for and importance of this program. Their help and cooperation are needed. In this regard, it might be useful to encourage a more comfortable dress code for your employees. We need the understanding and acceptance of all employees to continue and to increase our energy conservation efforts.

Should you have a particular or critical problem concerning the energy guidelines, please feel free to have your staff contact Mr. William R. Campbell, Jr., Assistant Commissioner for Buildings Management, telephone number 566-0971, who will be pleased to be of whatever assistance is possible within our established energy conservation guidelines.

Sincerely,

  
Joel W. Solomon  
Administrator

# EXECUTIVE SECRETARIAT

## Routing Slip

| TO: |          | ACTION | INFO | DATE | INITIAL |
|-----|----------|--------|------|------|---------|
| 1   | DCI      |        | X    |      |         |
| 2   | DDCI     |        | X    |      |         |
| 3   | D/DCI/IC |        |      |      |         |
| 4   | DDS&T    |        |      |      |         |
| 5   | DDI      |        |      |      |         |
| 6   | DDA      | X      |      |      |         |
| 7   | DDO      |        |      |      |         |
| 8   | D/DCI/NI |        |      |      |         |
| 9   | GC       |        |      |      |         |
| 10  | LC       |        |      |      |         |
| 11  | IG       |        |      |      |         |
| 12  | Compt    |        |      |      |         |
| 13  | D/Pers   |        |      |      |         |
| 14  | D/S      |        |      |      |         |
| 15  | DTR      |        |      |      |         |
| 16  | A/DCI/PA |        |      |      |         |
| 17  | AO/DCI   |        |      |      |         |
| 18  | C/IPS    |        |      |      |         |
| 19  | DCI/SS   |        |      |      |         |
| 20  |          |        |      |      |         |
| 21  |          |        |      |      |         |
| 22  |          |        |      |      |         |

SUSPENSE 15 June 1977  
Date

Remarks: Please prepare response for DCI signature via DDCI. Supplement, if necessary, with comment on steps we taking to comply, including any new initiatives so DCI may have overview for possible use at Cabinet meetings or other contacts.

D/ Executive Secretary

7 June 77

Date

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